

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
CHARAIDEO,SONARI

Date: 21/01/2025

SHORT TENDER NOTICE

NOTICE INVITING TENDERS

Sealed quotations are invited affixing Court fee stamp of Rs. 8.25(non-refundable) from the registered firms/suppliers/authorised dealers for supply of **Stationery and Miscellaneous articles** for the Office of the Chief Judicial Magistrate, Charaideo, Sonari. The quotation should reach the office of the Chief Judicial Magistrate, Charaideo on or before **03.02.2025** during office hours.

GENERAL TERMS AND CONDITIONS

1. The sealed envelope containing quotation shall be marked as " Quotation for Supply of **Stationery and Miscellaneous Articles**"
2. It should contain the following documents:-
 - a) A copy of PAN Card
 - b) A copy of upto date Trade License.
 - c) A copy of GST registration certificate.
3. The firms should have an established shop dealing in Stationery and Miscellaneous accessories. Detail address of shop is to be furnished along with quotation for verification.
4. All pages of the document must be signed by an authorised person on behalf of the firm along with seal at the bottom.
5. The bidders to quote price for good quality Branded Products only.
6. Rate should be quoted both in words and figures excluding GST/Taxes without overwriting/cutting/erasing. GST/Taxes are to be shown separately against the bills, where applicable, which will be deducted at source.

7. The Firms should quote rate for the items which are mentioned in the items list provided along with the quotation without adding any extra item. **However they are to add name of Company/Brand wherever required for suitable specification of the articles. The size or the quality is also to be specified by making necessary modification. The Bidders may mark "MRP" as the bid for the branded articles.**
8. Rate quoted for each item will be final and valid for period of one year from date of award of contract. No further hike in the price of any item will be entertained. However, validity of award of contract may extend for further period of one year on same terms, conditions and rates.
9. Sample of the items should be submitted if and when necessary.
10. The bidder shall quote rate against the specified brand name, size, weight etc (where applicable) of the articles as per prescribed list/format appended herewith.
11. The articles will be purchased as per requirement and the same shall be delivered to the office of the CJM Establishment, Charaideo. The supplier will have to replace the rejected articles immediately at their own expenses.
12. The suppliers will also have to bear all the overheads & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office.
13. The Chief Judicial Magistrate, Charaideo reserves the right to accept or reject any or all of the quotations in part or full, without assigning any reason thereof. Further he shall not be bound to accept the lowest bid.
14. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials of poor quality/sub-standard in nature, CJM Charaideo reserves the right to terminate the contract by giving intimation to the supplier.

15. Supplier would also supply other branded goods which was not enlisted in the tender notification at mutually agreed price, which shall not be more than Maximum Retail Price (MRP), as per need during the year.


16. The decision of the Chief Judicial Magistrate, Charaideo in all respect shall be final and binding on all.


Chief Judicial Magistrate
Charaideo, Sonari
(Smti. Sagarika Borpuzari)
Chief Judicial Magistrate
Charaideo, Sonari

Memo No. CJM/CHA/2025/ 141-144 Date: 21/01/25

Copy to:-

1. The Hon'ble District & Sessions Judge, Charaideo for information.
2. The D.I.P.R.O., Charaideo for public information.
3. System Assistant, Charaideo with request to upload it in our official website.
4. Office Notice Board for public information.
5. Office file.


Chief Judicial Magistrate
Charaideo, Sonari
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Chief Judicial Magistrate
Charaideo, Sonari

1. List of Stationery Articles

SI No.	Name of the items	Per Unit	Rate (In Rs)
1.	Add Gel Pen(Achiever)	No.	
2.	Alpin(50 Gm) Kores	Box.	
3.	Alpin(70 Gm) Kores	Box.	
4.	Ball Pen(Linc Woody) one side(Red/blue/Black)	No.	
5.	Bond Paper	Pckt.	
6.	Colour paper all colours(A4 Size)	Pckt.	
7.	C.D Marker Pen(Kores)	No.	
8.	Calculator 10 Digit(Orpat)	No.	
9.	CAV Envelope(A4 size, plastic coated)	No.	
10.	CAV Envelope(File size, Cloth coated)	No.	
11.	CAV Envelope(File size, Plastic coated)	No.	
12.	Carbon Paper	Pckt.	
13.	Cello Tape 1 1/2"	Dzn.	
14.	Cello Tape 1"	Dzn.	
15.	Cello Tape 1/2"	Dzn.	
16.	Cloth Binding Register No. 10(Rulled/Plain)	Pc.	
17.	Cloth Binding Register No. 16(Rulled/Plain)	Pc.	
18.	Cloth Binding Register No. 20(Rulled/Plain)	Pc.	
19.	Cloth Binding Register No. 40(Rulled/Plain)	Pc.	
20.	Correction Pen	Pc.	
21.	Cotton White Tape(Big)	Roll	
22.	Cotton White Tape(Medium)	Roll	
23.	Envelope Medium 4"x10"	Pc.	
24.	Envelope Medium 4"X10" (plastic coated)	Pc.	
25.	Eraser Non Dust Quality	No.	
26.	File Board Extra Thick Cloth binding (Red/Green/Blue)	No.	
27.	File Cover(Medium size)	No.	
28.	Four Fold File Cover	No.	
29.	Glow Sign Pen	Pc.	
30.	Glue Stick 15 gm(Kores)	No.	
31.	Gum Pot 150 ml	Bottle	
32.	Gum Pot 700ml	Bottle	
33.	Gum Pot 700 ml Gripex	Bottle	
34.	High Lighter	Pckt.	
35.	Register(10, 12,14)	No.	
36.	Page Marker	No.	
37.	Note Book(40 Pages)	No.	
38.	Paper Clips(Kores)	Pckt.	
39.	Paper Weight	No.	
40.	Pen Stand	No.	
41.	Pencil(Extra Dark)	Pkt.	
42.	Pencil HB (Apsara)	Pkt.	
43.	Peon Book	No.	
44.	Photostat paper(A4 size) Century	Ream	
45.	Photostat paper A4 (Power 75 gsm)	Ream	

46.	Photostat paper(A4) JK	Ream	
47.	Photostat paper(A3)	Ream	
48.	Photostat paper(Legal)	Ream	
49.	Pin Cushion, Best Quality	Dzn.	
50.	Plastic Scale	No.	
51.	Plastic Stick File Transparent(A4 Size)	No.	
52.	Plastic Stick File Transparent(FS Size)	No.	
53.	Plastic Tray for keeping Paper/File	No.	
54.	Punching Machine	No.	
55.	Sharpner	No.	
56.	Short Hand Note Book with 200 Pages	No.	
57.	Short Hand Pencil	Pckt.	
58.	Stamp Pad(Medium)	No.	
59.	Stamp Pad(Big)	No.	
60.	Stamp ink	Bottle.	
61.	Stapler Machine(Small)	No.	
62.	Stapler Machine(Medium)	No.	
63.	Stapler Machine(Big)	No.	
64.	Stapler Pin(Small size)	Box	
65.	Stapler Pin(Medium size)	Box	
66.	Stapler Pin(Big size)	Box	
67.	Steel scale	No.	
68.	Sticky Pad	Pkt.	
69.	Tag	Bundle.	
70.	Window Envelope	No.	
71.	White Ribbon	Roll.	
72.	Wooden Roller	No.	
73.	Fountain Pen ink	Bottle.	


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2. List of miscellaneous items

SI No	Name of the items	Per Unit	Rate in(Rs)
1.	Keyboard	Pc	
2.	Mouse	Pc	
3.	Pendrive (8 GB)	Pc	
4.	Pendrive (16 GB)	Pc	
5.	Pendrive (32 GB)	Pc	
6.	Pendrive (64 GB)	Pc.	
7.	Epson Ink 003(Black)	No.	
8.	Epson Ink 003(Blue)	No.	
9.	Epson Ink 003(Magnite)	No.	
10.	Epson Ink 003(Yellow)	No.	
11.	Toner Cartridge(PL) H 278	No.	
12.	Toner Cartridge(PL) C 337	No.	
13.	Xerox Toner NPG 59	No.	
14.	Antivirus Package	No.	
15.	Black Phenyl (Cross)		
16.	Bleaching Powder 1 Kg	Ltr.	
17.	Chair cushion all size (Kurlon)	No.	
18.	Chitranala Oil 100ml Good Quality	Bottle	
19.	Coat Brush	No	
20.	Coat Hanger	No	
21.	Coconut Broom	No.	
22.	Cup Plate(Bon China)	Pair	
23.	Detergent powder 1 Kg	Kg	
24.	Dettol liquid soap, big	No.	
25.	Dettol Soap (Big)	No.	
26.	Dhup Stick best quality	Pckt.	
27.	Door Mat(Cotton)	Pc.	
28.	Door Mat(Synthetic)	Pc.	
29.	Drinking GlassTreo Milton	No.	
30.	Duracell Battery(Pencil)	No.	
31.	Dustbin(Big size)	No.	
32.	Dustbin (Medium Size)	No.	
33.	Flask, Plastic Body 1 Ltr	No.	
34.	Flask, Steel Body 1 Ltr	No.	
35.	Floor Moper(Big size)	No.	
36.	Floor Mat(Good quality)	No.	
37.	Goodrej Lock and Key(Freedom) 4 Levers	Pair	
38.	Goodrej Lock and Key(Freedom) 5 Levers	Pair	
39.	Goodrej Lock and Key(Freedom) 6 Levers	Pair	
40.	Goodrej Lock and Key(Freedom) 8 Levers	Pair	
41.	Hard Brush	No.	
42.	Harpic Liquid 500 MI	Bottle	
43.	Lime Brush	No.	
44.	Lizol	Bottle	
45.	Markin Cloth	Mtr.	

46.	Match Box	Pc.	
47.	Mug	No	
48.	Napthalene	Pkt.	
49.	Odonil(Big)	Dzn.	
50.	Odonil(Medium)	Dzn.	
51.	Paint Brush all sizes	Pc.	
52.	Paper Napkin	Dzn.	
53.	Broom Stick	Pc.	
54.	Plastic Bucket (Big Size)	Pc.	
55.	Plastic Bucket (Medium Size)	Pc.	
56.	Plastic Bucket (Small Size)	Pc.	
57.	Plastic Tray	No.	
58.	Room Freshner	Bottle	
59.	Sanitary Cleaning Brush good quality	No.	
60.	Scissors(Big)	No.	
61.	Scissors(Medium)	No.	
62.	Scissors(Small)	No.	
63.	Scrup pad	No.	
64.	Soap case	No.	
65.	Tissue Paper	Roll	
66.	Torch Light	No.	
67.	Towel Bombay Dyeing(Big size)	Pc.	
68.	Towel Bombay Dyeing(Medium size)	Pc.	
69.	Towel Bombay Dyeing(small size)	Pc.	
70.	Vim Bar	Pc.	
71.	Plastic Tool	No.	
72.	Dish Rice Plate	Pc.	
73.	Steel tray	No.	
74.	Tea pot China Clay		
75.	Tea Spoon		
76.	Extension Cord Branded	No.	
77.	Led Bulb 9 watt	No.	
78.	Led bulb 15 watt	No.	
79.	Led Tubelight with frame	No.	
80.	MCB 20 AMP (Single Pole)	No.	
81.	MCB 20 AMP (Double Pole)	No.	
82.	Celling Fan Capacitor	No.	
83.	Switch	No.	
84.	Switch Board 15 AMP	No.	
85.	1 mm Copper Wire	No.	
86.	Wifi dongle	No.	
87.	Celling fan regulator	No.	
88.	Door curtain	No.	
89.	Window Curtain	No.	
90.	Table Top Glass	No.	


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